



Centralized Accounting and Payroll/Personnel System

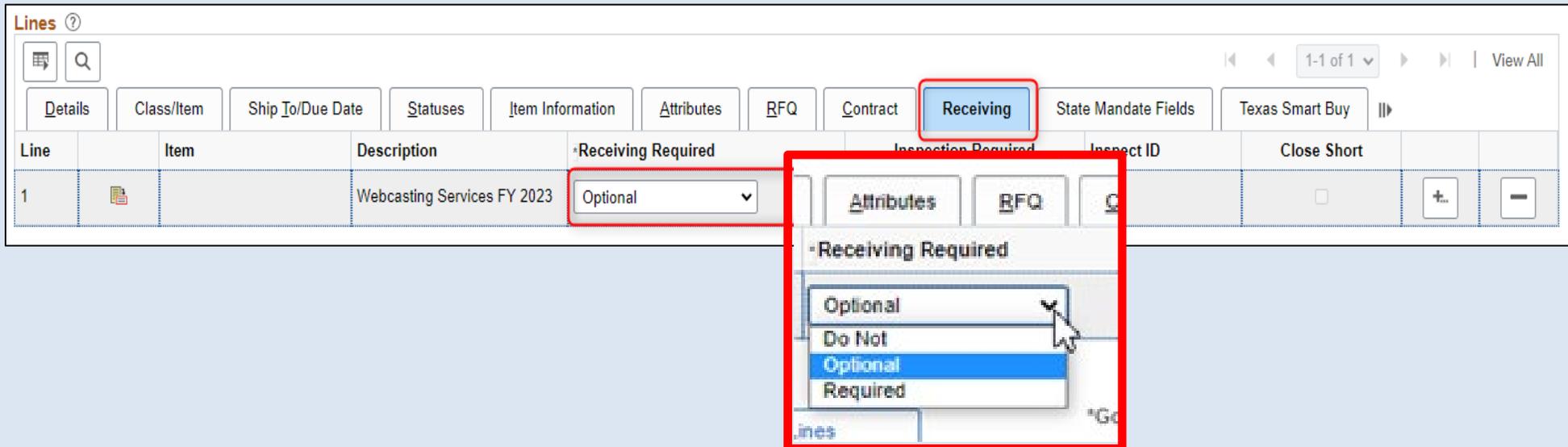
PO Receiving Indicator Options

Sept. 29, 2022

Receiving Indicator

The **Receiving** indicator is found at the line level of the purchase order (PO). There are three receiving options:

- **Do Not** – Receipt will not be entered for PO Line.
- **Optional** – Receipt can be entered for PO Line, but not required for payment processing.
- **Required** – PO must have a receipt in order to be processed by a voucher.



The screenshot displays a software interface for managing purchase order lines. The 'Receiving' tab is selected in the top navigation bar. A table shows a single line item with the following details:

Line	Item	Description	Receiving Required	Inspection Required	Inspect ID	Close Short
1		Webcasting Services FY 2023	Optional			<input type="checkbox"/>

The 'Receiving Required' dropdown menu is open, showing the following options: Optional, Do Not, Optional, and Required. The 'Optional' option is currently selected and highlighted in blue.

Receiving Indicators and UOM/Distribute By

The receiving indicator is designed to be based on a quantity. Some *Units of Measure* (UOM) are based on *Amount* (i.e., Lot vs EA). If *Receiving* is set to **Required**, the *UOM* and *Distribute By* indicator (found at the distribution level) must be set to the correct configuration for agency purposes.

UOM/Distribute By	Functionality
LOT/Amount	Quantity of 1, can be received multiple times.
Each/Quantity	PO can be received up to the amount of quantity set on the PO.

Attributes	RFQ	Contract
	PO Qty	*UOM
	1.0000	LOT

*Distribute By

SpeedChart

Attributes	RFQ	Contract
	PO Qty	*UOM
	1.0000	EA

*Distribute By

SpeedChart

Attribute – Amount Only

Amount Only Attribute is used much like an UOM of **LOT** and a distribution style of **Amount**. Even if the UOM **EACH** (EA) is being used.

- Quantity of 12 with a *UOM* of **EA**.
- Change Attribute to Amount Only.
- The “The PO Quantity will be 1 for an amount only line, the system will recalculate the merchandise amount (10200,273); Continue?” warning message appears. The user selects **Yes** to proceed.
- Quantity is Changed.

PO Qty	*UOM
12.0000	EA <input type="text"/>

Attributes	RFQ	Contract	Receiving	State Mandate Fields	Texas Smart Buy
Physical Nature	*Price Qty	*Price Date	Amount Only		
Services <input type="text"/>	Sched. <input type="text"/>	PO <input type="text"/>	<input checked="" type="checkbox"/>		

The PO Qty will be 1 for an amount only line, the system will recalculate the merchandise amount (10200,273)
The PO Quantity will be 1 for an amount only line, the system will recalculate the merchandise amount, Continue?

PO Qty	*UOM
1.0000	EA <input type="text"/>

Thank You!

Presented by CAPPs Production Support

For questions or suggestions on future User Group topics, contact CAPPs.CGC.ba@cpa.texas.gov